



Robert Bentley
GOVERNOR

STATE OF ALABAMA
**BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS**

PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

Fax: (334) 265-0570
www.hacr.alabama.gov



Kathy S. LeCroix
EXECUTIVE DIRECTOR

CONTRACTOR'S LICENSE APPLICATION

RECIPROCITY INFORMATION

The State of Alabama has entered into reciprocal agreements with the following states:

Louisiana – Licensing Board for Contractors

Mississippi – Board of Contractors

Tennessee – Board for Licensing General Contractors

This agreement only pertains to examinations and does not minimize the ability of the State of Alabama to investigate the applicant in any way. The contractor must make application to the Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors (Board) and meet all other requirements of the Board before a heating and air conditioning contractor certification number will be issued.

In order for the Alabama Board to consider reciprocity for a contractor, the following requirements must be met.

1. A contractor must **complete and submit an application along with all \$15,000 performance bond and must hold a current license for the past three consecutive years within one of the states named above.** The contractor must **be free of any disciplinary actions** taken against him/her during the three-year consecutive period of licensure.
2. The applicant must **show proof of licensure in a reciprocal state by providing the completed verification form (attached).** The Alabama Board retains the authority to require the applicant to provide all necessary information to show cause for the issuance of a contractor's license in Alabama.
3. The applicant must **complete the Affidavit of Understanding (attached).**

NOTE: Applicant must complete Part I of the attached verification form and mail to one of the above named states. This reciprocity agreement does not apply to any states or agencies not listed above.



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HVAC BUSINESS INFORMATION

Business Name _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Physical Location _____

Business Phone _____ Cell Phone _____ Fax Number _____

This business is conducted in the following manner: *(circle one)* Individual Partnership LLC Corporation

CITIZENSHIP

This section to be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.

This section must be completed by the individual responsible in charge, or, if the responsible in charge is an incorporation, limited liability company, or partnership, by the responsible in charge.

1. Are you a citizen of the United States?

____ Yes _____ No

If "yes," please read the declaration below, sign, and
continue to section 2.

If "no," see question 2, below.

I hereby declare that I am a citizen of the United States of America and,

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Signature of Responsible in charge

2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America?

_____ Yes _____ No
continue

If “yes,” please read the declaration below, sign, and
to section 2.

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Signature of Responsible in charge

The following individual(s) is regularly employed or is the sole owner of this organization and is the RESPONSIBLE IN CHARGE as defined in Code of Alabama 1975, Section 34-31-18 to 34 et. Seq. (Act 2009-486)

LIST OF CERTIFIED CONTRACTORS

Please list all contractors and their certification numbers below.

Name

Certification Number

Name

Certification Number

Name

Certification Number

I wish to inform the Board the name listed above is a bona fide active heating and air conditioning organization as described on this information sheet and that all information hereby submitted is complete and accurate.

Responsible in charge, sign here: _____ Date: _____



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EXECUTIVE DIRECTOR

HVAC CONTRACTOR INFORMATION

Name _____ SSN _____ Certification # _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Business Name _____

In accordance with Code of Alabama 1975, Section 34-31-18 to 34 et. Seq. (Act 2009-486), I hereby declare that all information submitted is complete, true and correct.

Signature of Applicant _____

Date _____

ACTIVE FEE: \$165.00

INACTIVE FEE: \$82.50

To pay by Credit Card, enter card information:

☐ Master Card

☐ Visa

Exp Date _____

Card Number: _____

Signature (*Required*) _____

Date: _____

Date Received: _____

Check # _____

Amount _____

PROOF OF CITIZENSHIP
Code of Alabama 1975, Section 31-13-29(g)
From Act 2012-491

1. A driver's license or non-driver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or nondriver's identification card.
2. A birth certificate indicating birth in the United States or one of its territories.
3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
4. United States naturalization documents of the number of the certificate of naturalization.
5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
7. A consular report of birth abroad of a citizen of the United States of America.
8. A certificate of citizenship issued by the United States Citizenship and Immigration Services.
9. A certification of report of birth issued by the United States Department of State.
10. An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
11. Final adoption decree showing the person's name and United States birthplace.
12. An official United States military record of service showing the applicant's place of birth in the United States.
13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
14. AL-verity.
15. A valid Uniformed Services Privileges and Identification Card.
16. Any other form of identification that the Alabama Department of Revenue Authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

PROOF LAWFUL PRESENCE OF NON-CITIZEN
Code of Alabama 1975, Section 31-13-3-(10) [LawDesk]

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama non-driver's identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
5. A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.

Affidavit of Understanding

I, _____, state on oath and affirm:
(Name)

1. I am _____ of _____.
(Position) (Name of Company)

I am currently a licensed contractor under the laws of _____.
(State)

I have been a licensed contractor for _____ years.
(Number of Years)

2. I am seeking to be licensed as a heating and air conditioning contractor in the State of Alabama under its reciprocal agreement with _____. I certify that I
(State)
meet all requirement of the reciprocal agreement.

3. Although I am not required to pass the Written Examination before becoming licensed in Alabama, I recognize that I am not exempted from the laws of the State. By executing this affidavit, I agree to comply with all laws, rules, and regulations of the State of Alabama Board of Heating, Air Conditioning and Refrigeration Contractors.

State of _____

County of _____

Sworn before me this _____ day

of _____, 20__

Notary Public
Commission expires _____

Signature of Affidavit



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EXECUTIVE DIRECTOR

Request for Verification of License

- I. Contractor: Complete the top portion of this request. Mail to the state in which you now hold a license for completion of Part II.

Contractor's Name _____ SSN _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

I am requesting licensure in the State of Alabama. Please verify my licensure status in your state.

Signature of Applicant

Verification of License

- II. Verifying State: Please furnish the requested information and sign. Return the verification form to the applicant to be included with the application to the State of Alabama.

Contractor Name _____ Company Name _____

License Number _____ Current Status _____

Date License First Issued _____ Expiration Date _____

Classifications Held _____

Licensed By: _____ Exam (Name of Qualifying Party) _____

Type of Exam Taken _____ Score _____ Date _____

Disciplinary Action _____ Yes _____ No If yes Explain: _____

Education Required for Licensure _____

Signature

Title

Agency

STATE OF ALABAMA

APPLICATION FOR CERTIFICATE OF AUTHORITY OF A FOREIGN CORPORATION TO TRANSACT BUSINESS IN ALABAMA

TO THE SECRETARY OF STATE OF THE STATE OF ALABAMA,

PURSUANT TO THE PROVISIONS OF THE ALABAMA BUSINESS CORPORATION ACT, THE UNDERSIGNED CORPORATION HEREBY APPLIES FOR A CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN ALABAMA AND, FOR THAT PURPOSE, SUBMITS THE FOLLOWING STATEMENTS.

1. The exact name of the corporation:

2. If your corporate title does not include "Corporation," "Corp," "Incorporated" or "Inc.," one of these must be added for use in Alabama. Please list your exact corporate title with the addition of one of these words.

3. State or Country of incorporation: _____

4. Date of incorporation: _____ Duration of corporation: _____

5. Street address of principal office:

6. Name and street address (NO PO BOX) of registered agent in Alabama:

7. The names and addresses of its directors and officers are:

NAME	OFFICE/TITLE	MAILING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. This application is accompanied by a copy of articles of incorporation and all amendments thereto, duly certified by the proper official of the state under the laws of which it is incorporated, together with the filing fee of \$175.00. The non-profit corporation filing fee is \$75.00. The certification by the Secretary of State or the equivalent in your state must be an original and "current" (within six months).

9. Date: _____

Type or Print Corporate Officer's Name and Title

Signature of Officer

MAIL DUPLICATE ORIGINALS OF THIS APPLICATION, A CERTIFIED COPY OF THE CHARTER AND THE FILING FEE TO:
SECRETARY OF STATE, CORPORATIONS DIVISION, POST OFFICE BOX 5616, MONTGOMERY, ALABAMA 36103-5616
(334)242-5324

CONTRACTOR LICENSE BOND

BOND# _____

KNOW ALL MEN BY THESE PRESENTS, That we _____
Business Name Only
_____ of _____,
Address

as Principal, and _____, as Surety, are held and firmly bound unto the State Board of Heating, Air Conditioning and Refrigeration Contractors, created by the provisions of Code of Alabama 1975,34-31-18, Et. Seq., in the amount of fifteen thousand dollars (\$15,000.00) for payment whereof well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such, however, that,

Whereas, the said Principal is engaged in the business of (check one or both)

☐ heating and air conditioning contracting; ☐ or refrigeration

in the State of Alabama, now if the said Principal shall faithfully observe all ordinances and laws of the State of Alabama and of any municipal corporation and county of this State, within which the Principal shall engage in any work, pertaining to said business or businesses, whether now or hereafter enacted, together with all rules, regulations and building codes established under the authority of said laws or ordinances; and shall perform in a workmanlike manner all work undertaken by said Principal in the prosecution of said business or businesses; and shall indemnify and save harmless the aforesaid State Board of Heating, Air Conditioning and Refrigeration Contractors from all liability occasioned or arising from acts done or omitted by said Principal, its servants or agents, in doing said work or from any unfaithful or inadequate work; and shall defend all suits brought against the State Board of Heating, Air Conditioning and Refrigeration Contractors based, in whole or in part, upon any act of default for which said Principal is responsible, and pay the costs and expenses thereof, and pay such damages as any person, firm or corporation may sustain by reason of violation of said laws, ordinances, rules, regulations or building codes by said Principal, its servants or agents, or by reason of the negligence of said Principal, its servants or agents, in the prosecution of said business or businesses, then this bond to be void, otherwise to remain in full force and effect.

Except as to liability accruing prior to the effective date of cancellation, the surety's liability on this bond shall be terminated fifteen (15) days after receipt by the Executive Director of State Board of Heating, Air Conditioning and Refrigeration Contractors of written notice of the surety's intent to cancel.

IN WITNESS WHEREOF, the said Principal and the said Surety have hereunto set their hands and seals at _____,
Address

_____ on this date _____.
State Date

By _____
Surety's Agent Principal Signature

Mailing Address

City State Zip Surety

Phone Number By _____
Attorney -In-Fact